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ABSTRACT

This guide discusses the kinds of documents that college faculty are often asked to write, each with a specific format and containing certain kinds of information. The guide examines some of the more important kinds of memos, letters, reports, and proposals; offers many suggestions about writing them effectively; and describes the formats for each kind of document in some detail. It also deals with such matters as readability, collaborative writing to develop creative ideas, the process of writing and rewriting documents, and layout and design. Appendixes contain a checklist for writers, a discussion of computer aids for writers, and a list of eight books and four periodicals on writing. (JDD)

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